

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Record

DATE: 31 January 1952

FROM : Secretary to the Chief, Records Management and Distribution Branch

SUBJECT: Result of Survey

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1. Per instructions when I made my weekly check on desposits for the repository I requested the assistance of the Area Records Officers in conserving space and turning over to us their surplus filing equipment.

2. The majority of these offices are awaiting the results from the survey made of their offices by the Records Management Branch stating which files can be destroyed and which should be transferred to the Central Records.

3. When this job is completed they will be glad to surrender their excess filing equipment to us.

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